

N R C G

MOBILIZATION OF PRIVATE FIRE SERVICE (CONTRACTOR) RESOURCES

N. IDAHO, MONTANA & NORTH DAKOTA



MOBILIZATION OF PRIVATE FIRE SERVICE (CONTRACTOR) RESOURCES

A. SCOPE

Guidelines in this document apply when Private Fire Service (Contractors) apparatus, equipment, and personnel are contracted by Northern Rockies Coordinating Group (NRCG) agencies within the Northern Rockies.

B. GENERAL

1. All personnel, equipment and fire apparatus must meet the requirements of the resource order and the guidelines set forth in the Northern Rockies Coordinating Group (NRCG) Supplement to the National Wildfire Coordinating Group (NWCG) Interagency Incident Business Management Handbook (IIBMH). The IIBMH is available at: <http://www.nwcg.gov/pms/pubs/large.html> and the Northern Rockies supplement can be found at: http://www.fs.fed.us/r1/fire/nrcg/Committees/business_committee.htm.
 - a) All Private Fire Service personnel hired by NRCG agencies for use on incidents must meet the minimum standards for training, experience, personal protective equipment (PPE), and physical fitness referenced in this document.
 - b) All fire apparatus (engines, water tenders, water trucks, skidgines, dozers, etc.) hired by NRCG agencies for use on incidents must meet the equipment typing standards set forth in this document and NRCG Supplements to the IIBMH.

C. PERSONNEL

1. Hiring Procedures for Emergency Workers

Chapter 10 (Personnel) of the Interagency Incident Business Management Handbook (IIBMH) covers the hiring and rates of Federally Administratively Determined (AD) and State Emergency Firefighter (EFF) personnel. See the following web site for Chapter 10: (http://fs.fed.us/r1/fire/nrcg/committees/business_committee.htm).

2. Processing of Paperwork and Payment

For Private Fire Service personnel paperwork is processed through the ordering agency. The incident management team, or local administrative office (federal or state), must do the normal timekeeping functions for Private Fire Service personnel unless hired on a fully-operated basis. The proper forms (I-9, emergency equipment rental agreement [EERA], etc.) must be submitted to the appropriate ordering agency if the resource did not enter into an EERA during the preseason.

3. Physical Fitness Standards

The following physical fitness standards apply to all firefighters hired by NRCG agencies.

Beginning January 1, 1998, the Work Capacity Test became the national standard and will be used by the NRCG to measure job-related work capacity. The Step Test and the 1-½ mile run will no longer be used to establish aerobic fitness scores. The National Wildfire Coordinating Group (NWCG), working in conjunction with the Missoula Technology Development Center (MTDC), has approved and released the NWCG **Work Capacity Test Administrator's Guide** (PMS 307) NFES #1109. This document supersedes the previously published NWCG Work Capacity Tests for Wildland Firefighters: Test Administrator's Guide, USDA F.S. 1998, (9851-2810-MTDC).

To download a copy of the guide, go to <http://www.nwcg.gov/pms/pubs/pubs.htm>

The companion PowerPoint and VHS video programs are also available. You do not need these audio-visual (AV) aids to administer the NWCG Work Capacity Tests (WCT). The only major changes to administering the WCT affecting individuals are documentation needs. Currently, it does not require that candidates undergo a mandatory medical exam by a physician. It is ***highly recommended*** that those individuals who have or suspect they have a serious medical condition consult their personal physician before practicing or taking a NWCG Work Capacity Test. **ALL INDIVIDUALS shall complete the revised Health Screening Questionnaire (HSQ) and Informed Consent for NWCG Work Capacity Test documents.** These new documents replace the original 1998 **Par-Q & You**.

Private Sector individuals offering the NWCG Work Capacity Test can be found at: http://www.fs.fed.us/r1/fire/nrcg/training_mou_index.htm.

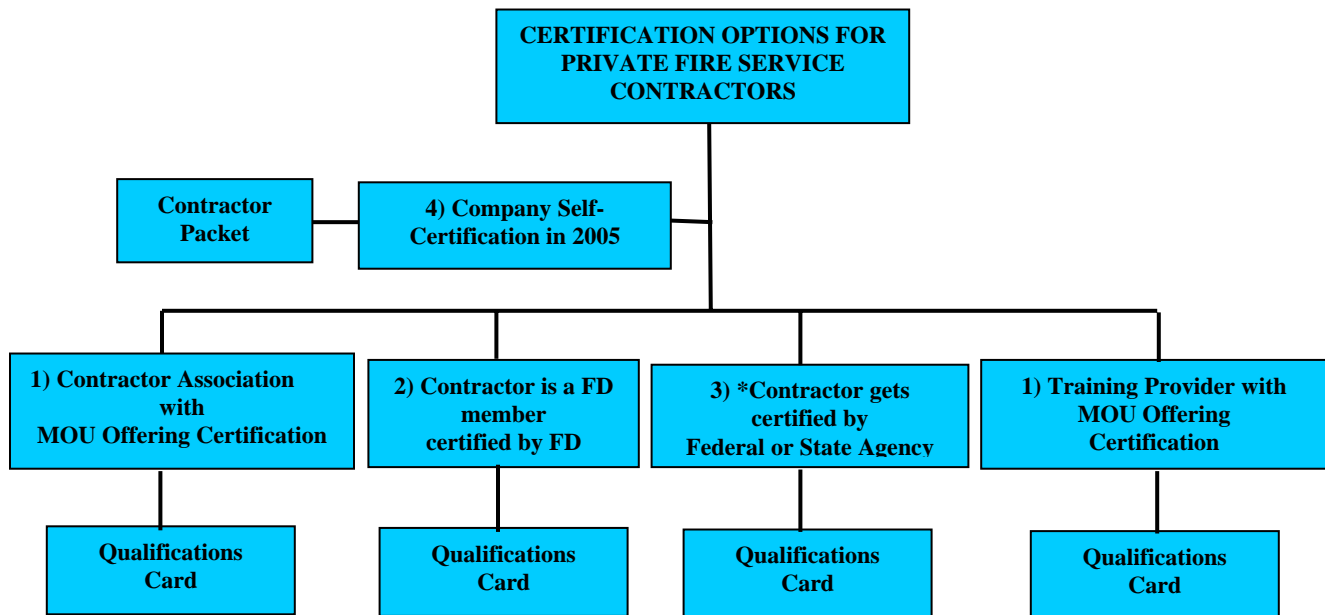
Photo identification is required prior to completing the annual work capacity test. Successful completion of the work capacity test is required once a year prior to consideration for employment. See part 5-d below for appropriate level of work capacity testing by position filled.

4. Qualifications Carding (Red Cards)

NRCG agencies will not issue Red Cards to Private Fire Service Contractors. The company owner of each fire suppression company is responsible for ensuring that firefighters meet NWCG, NFPA, or NRCG standards for the positions for which they are redcarded. All Private Fire Service personnel are required by the NWCG to carry current Incident Qualifications cards (Red Cards). Company owners can issue qualifications cards to their employees. In addition, The Northern Rockies Coordinating Group has entered into Memorandum of Understanding (MOU) agreements with recognized private contractors/companies/ associations which allow the contractors to train, certify and card individuals to meet the Standard.

The NRCG maintains the following website where training providers can locate information necessary to conduct training certification and/or qualifications carding to NWCG standards. The website will list training providers who have MOUs with the NRCG and the services they offer.

The following chart identifies the options whereby Private Fire Service Contractors can be certified and issued an Incident Qualifications Card (Red Card).



- 1) NRCG audits MOU Holders; training, instructor currency and records to include Position Task Books (PTBs), course completion letters, course rosters, course completion certificates, qualification carding and Work Capacity Test (WCT) records.
- 2) Montana DNRC, MSFCA & MFWA audit fire department certification process as needed. (ID & ND - work in progress).
- 3) NRCG Training Committee audit federal and state agency certification process as needed.
- 4) Contractors utilizing the self-qualification option must carry a **contractor packet** for each employee containing the following materials: Required Course Completion certificates, Position Task Book for the position employed, WCT record, photo identification and Incident Qualifications Card (Red Card).

Individuals may also have their personal records (training course Certificates, PTBs, Incident Qualifications Card & WCT records) audited by NRCG members.

* Rare exception (e.g., agency seasonal firefighters)

NRCG hiring procedures follow the Wildland and Prescribed Fire Qualifications System Guide (PMS 310-1) dated January 2000. Agency personnel will accept the Incident Qualification Card as proof of current position currency for individual private contractors who utilize associations', fire departments', state, and federal wildland agencies' or MOU training providers. Companies utilizing the self-certification option must provide, on each incident, an employee Contractor Packet containing, at a minimum, the required course completion certificates, Position Task Books (completed), WCT records, picture

identification, and current qualifications card. Qualifications cards are valid for one year from the date of issue.

Contractor associations, MOU training providers (see NRCG website), companies employing individuals, and individual contractors are responsible for maintaining individual records containing a minimum of course completion letters and certificates, certified Position Task Books and annual Work Capacity Testing record. The ultimate responsibility for maintaining an individual's master records is that of the individual. Contractor associations, MOU training providers, and individual contractors are bound by the same standards as all agencies under the NWCG. They must follow the chronological progression identified in the NWCG's PMS 310-1. They must allow a reasonable period of time upon the completion of each Position Task Book before moving the individual up to the next level of training and the issuance of a new Position Task Book.

Interagency Dispatch Centers and/or the local hiring agency contracting officer are responsible for verifying documentation for Private Fire Service Contractors hired through the EERA process or as individual Administratively Determined (Ads) or Emergency Firefighters (EFFs). Documents may be submitted at time of equipment inspection or at sign-up of individuals as emergency hires. Storage of records will be determined by the contracting officer and host interagency dispatch center. Proof of Certification file shall contain the following documentation:

- 1) The current qualification card, to include the work capacity fitness standard. Cards are required to be renewed annually from the date of issue.
- 2) Copy of the inside cover of Position Task Books (PTBs) completed for the individual.
- 3) Letters of completion/certificates for all NWCG 310-1 required courses.
- 4) Documentation on completion of the annual Fireline Safety Refresher Training.

Private Fire Service Contractors, Contractor Associations, & MOU training providers are encouraged to utilize the web-based National Association of State Foresters Incident Qualifications System (IQS) for qualifications tracking & record keeping. More information on this free web based software is available from your local State Forestry representative or at <http://www.vdatasys.com/iqs>.

Private Fire Service Contractors can locate the approved NRCG training provider memorandum of understanding (MOU) holders at the following website:

http://www.fs.fed.us/r1/fire/nrcg/Training_MOU/Northern_Rockies_training_providers.xls

MOUs are approved by the Chair of the Northern Rockies Coordinating Group. The NRCG Zone Training Representative (see the following website)

http://www.fs.fed.us/r1/fire/nrcg/Committees/Training/training_committee_members.pdf

will have the lead to review and begin the review, approval and auditing process for Association and/or Individual Training Provider Memos of Understanding. If a pending or approved MOU is being considered for denial or cancellation by the Zone Training

Representative, the NRCG Training Committee will review the case and make a final recommendation to the Chair of the NRCG. MOU Applicants can appeal their case to the NRCG Training Committee within 30 days of notification of denial or cancellation.

a. De-Certification

The de-certification procedures in this section are intended to ensure safe and effective individual performance in assigned ICS, Wildland Fire Skill, Technical Specialist, Fire Use Skill positions and MOU Lead & Unit Instructors. These procedures are also intended to provide supervisors and managers with another mechanism to ensure employee & contractor safety.

De-certification is the process of removing or reducing an individual's fire training, fire suppression, fire use, and/or prescribed fire management position(s) qualifications. De-certification is not an adverse action; an employee/contractor may be re-certified according to the procedures set forth in the re-certification section.

- 1) ***Performance Issues Outside Fire Suppression, Fire Use, Prescribed Fire Management Qualifications & MOU Lead & Unit Instructors.*** Different procedures are utilized to address individual performance issues in areas other than fire suppression, fire use, and prescribed fire management. As applicable, refer to suspension and other adverse actions, which shall follow established agency procedures. Instructors must maintain currency as identified in the NWCG 310-1 & 12/04 Field Managers Course Guide.
- 2) ***Interagency Policy on Certification and De-certification.*** According to the Wildland and Prescribed Fire Qualification System Guide, PMS 310-1, "Agency certification and documentation is the responsibility of the agency certifying that the individual is qualified to perform in a specific position." Per NRCG policy, Association or MOU Training Providers certify that individual contractors are qualified to perform in a specific position. De-certification of an individual's ability to perform is the responsibility of the employing line officer (agency administrator) .

Additionally, according to PMS 310-1, "A key component in the certification or re-certification process is the subjective evaluation by the appropriate agency official of an individual's capability to perform in a position." Judgment must be used in both the certification and de-certification process.

- 3) ***Causes for De-Certification.*** There are three causes for losing certification (de-certification).
 - a) An employee/contractor who currently holds a certification does not meet the currency requirements as specified by PMS 310-1 or Field Managers Course Guide. In the case of AD and EFF agency employees they may be held to a higher standard than a contractor through specific Agency policy direction (e.g., U.S. Forest Service FSH 5109.17).
 - b) An employee/contractor/instructor voluntarily surrenders the certification of qualifications or requests to be qualified at a lower level of responsibility.

- c) As an individual or a member of a crew, incident management team, or fire use team, an employee/contractor/instructor performs actions that violate recognized standard operational procedures or identified safety procedures that are determined to have been instrumental in the endangerment of fire management personnel or the public.

Examples of instances that may warrant de-certification include:

- (1) Deliberately disregarding identified safe practices.
- (2) Taking insubordinate actions that lead to unsafe conditions.
- (3) Intentionally misrepresenting fire &/or instructor qualifications.
- (4) Ignoring prescriptive parameters identified in approved incident action plan or burn plans.

b. Re-Certification

Agency evaluation of an individual's competency is key to re-certification where qualifications have expired. If currency has lapsed, the individual shall revert to the trainee level or probationary level in the position for which currency has lapsed. They shall be issued a position task book for the position, complete the on-the-job training (OJT) if needed, and re-qualify in a position performance assignment. By returning to the trainee level in the position for which currency has lapsed, the person re-certifying is introduced to new technology that assists with recalling position duties and responsibilities.

5. Training Standards

- a. Private Fire Service Contractors utilized are responsible for meeting NWCG/NRCG standards for physical fitness, experience, training, and equipment.
- b. All firefighters hired by NRCG agencies other than the Forest Service on wildland fires, and all structural firefighters assigned to structure firefighting duties on wildfires, must meet NWCG PMS 310-1 Standards for Wildland & Prescribed Fire Qualification System Guide – 2000 Version (available at <http://www.nwcg.gov/pms/docs/docs.htm>). Firefighters hired by the Forest Service must meet the Forest Service Handbook 5109.17 qualifications.
- c. All structural firefighters hired by NRCG agencies, assigned to NWCG Type I or II engines, must meet a minimum certified as Firefighter I (NFPA Standard 1001) and pass the NRCG approved Work Capacity Test at the "light" level.

NOTE: Firefighters assigned to NWCG Type III, IV, V, VI, or VII engines for exterior structure protection do not need NFPA Firefighter I certification or equivalency.

- d. Each position has a minimum training requirement as shown below. Certification for personnel and equipment shall be completed on forms shown in Chapter 20, NRCG supplement to the IIBMH. In addition, all firefighters must have completed the appropriate Work Capacity Tests (see the following website):
http://www.fs.fed.us/r1/fire/nrcg/Committees/business_committee.htm

Dozer, Skidder, Skidgine, Fellerbuncher, Grader & Excavator Personnel

Position	Dozer, Skidder, Skidgine, Fellerbuncher, Grader, & Excavator Operator
Required Training	*Annual Fireline Safety Refresher Training (Standards of Survival)
Physical Fitness	Light
Personal Protective Equipment (PPE)	Yes

Water Tender and Water Truck Personnel

Position	Water Tender Type 1-3 Driver/Operator	Water Truck type 1-3 Driver/Operator
Required Training	Basic Wildland Firefighting (includes S130, S190, or equivalent)	
	* Annual Fireline Safety Refresher Training	* Annual Fireline Safety Refresher Training
Physical Fitness	Light	None
EFF Classification	EFF3	EFF2

WILDLAND ENGINE (TYPE 3-7) PERSONNEL (NWCG 310-1 Standards)

* Annual Fireline Safety Refresher Training – Minimum 4 hrs. for contractors and up to 8 hrs. for Agency Employees (i.e. USFS - AD's)

	FFT2	FFT1	ENGB	STLE
Position	Firefighter	Advanced Firefighter/ Squad Boss	Engine Boss	Strike Team Leader Engine
Required Training	S130, S190 or equivalent	S131	S230, S290	S215, S330
	*Annual Fireline Safety Refresher Training required annually for each of these positions.			
Additional Training which supports development of knowledge and skills	I-100	S281, S211, S212	I-200, S231, S234, S260, S270	I-300, S301
Prerequisite Experience	None	Satisfactory performance as FFT2 and Satisfactory position performance as FFT1 on wildland fire incident	Satisfactory performance as FFT1 and Satisfactory performance as ENGB on wildland or prescribed fire incident	Satisfactory performance as ENGB and Satisfactory position performance as STLE on wildland fire incident
Physical Fitness	Arduous	Arduous	Arduous	Arduous
Other position assignments that will maintain currency	None	SRCB, or ICT5	FELB, FIRB, TRPB	STCR, STDZ, STPL
Personal Protective Equipment (PPE)	Yes	Yes	Yes	Yes

- e. All instructors must meet qualification levels and currency required in the NWCG PMS 310-1 & Field Managers Course Guide.

6. Personal Protective Equipment Standards

- a. All firefighters hired by NRCG agencies for wildland fire suppression will be equipped to meet the NRCG's standards for personal protective equipment. Private Fire Service Contractors are responsible for supplying personal protective equipment to their firefighters. If an NRCG agency issues protective clothing and equipment to firefighters and these items are not returned to the issuing agency, the cost will be deducted from any payment.
- All wildland firefighters must meet wildland fire protective clothing standards as described in NFPA 1977 as a minimum: fire shirt, fire pants, gloves, leather boots with 8" top and traction soles, and fire shelter, as well as an approved helmet, are required.

- b. All firefighters (assigned to NWCG Type I or II engines) hired by NRCG for use in structural fire fighting must each have a full complement of appropriate personal safety clothing and equipment (e.g., turnouts, SCBAs) as described in NFPA Standards 1500 and 1971. The company owner is responsible for ensuring their firefighter safety clothing and equipment meet these standards.

NOTE: Structural Firefighters should also include a set of wildland PPE as well as the above when assigned to structural fire fighting on wildland fire incidents.

7. Performance Evaluations

All Private Fire Service Contractors need to obtain from their incident supervisor a completed performance evaluation. A copy of the evaluation should be submitted to the Finance Administration Section or host dispatch office upon completion of each assignment. Individuals need to maintain the master in their personnel file.

D. EQUIPMENT STANDARDS AND RATES

1. Equipment Procurement

Acquisition of fire apparatus and equipment from Private Fire Service Contractors will follow the procedures established by the NRCG. All rates and responsibilities have been set by the NRCG through the Emergency Equipment Rental Agreement (EERA). The standards and rates for equipment can be found in Chapter 20 of the Interagency Incident Business Management Handbook (IIBMH) located at the following website:
http://www.fs.fed.us/r1/fire/nrcg/Committees/business_committee.htm.

Personnel and equipment not meeting the minimum requirements shall not be used. A government fire expert (or a combination of a government fire equipment expert and a government fire personnel qualification expert) must certify through inspections that the equipment and personnel meet all the requirements as referenced above.

A government fire equipment specialist is defined as a government employee (local, state or Federal) who, through their regular employment, works with and is knowledgeable of fire equipment requirements.

A government fire personnel qualification expert is defined as a government employee (local, State or Federal), who through their regular employment, works with and is knowledgeable regarding qualifications including the National Interagency Incident Management System (NIIMS) Wildland and Prescribed Fire Qualifications System Guide (PMS 310-1), and for structural assignments the NFPA 1002.

The NRCG Equipment Committee-sponsored Basic and Advanced Equipment Inspection Workshops cover the necessary safety systems, the mechanical inspection, compliance with transportation safety rules, laws and other codes that are the responsibility of the Private Fire Service Contractor.

Private Fire Service Contractors should work with their local NRCG agency office to obtain the certifications prior to the core period of the fire season. Procurement officials during time of emergency situation are under no obligation to set up or make special

arrangements to have a government fire expert available to do an inspection or certification.

2. Hiring

Equipment will be hired on the Emergency Equipment Rental Agreement and must be inspected by NWCG agency personnel before dispatch. Equipment must meet the accepted typing standards set forth in the NRCG Supplement to the Interagency Incident Business Management Handbook. The NRCG Equipment Committee can sponsor equipment inspection workshops as needed to provide training regarding equipment inspections, updates, and standards.

All equipment shall be within the limits of the manufacturer's Gross Vehicle Weight Rating (GVWR) when fully loaded (including operators and accessory equipment). This includes balancing the load in a manner that all axle weights comply with the manufacturer's gross axle weight rating. Equipment shall be configured in a manner that the center of gravity of the vehicle is within the design limits of the equipment (see Appendix G).

January 1, 2004 was established as the date when all water tenders and water trucks must meet the GVWR requirements when fully loaded. Fill limiting devices are not allowed after January 1, 2004. All types of equipment must meet the requirements for GVWR set forth in the NRCG Supplement to Chapter 20 of the Interagency Incident Business Management Handbook; (http://www.fs.fed.us/r1/fire/nrcg/Committees/business_committee.htm).

NOTE: NWCG type ratings for fire equipment are based on the capacity the vehicle is capable of carrying in accordance with the Gross Vehicle Weight Rating (GVWR) and not the capacity of the tank. The GVWR capacity of the vehicle, as well as the other listed minimum requirements, will establish the resource type for determining the contract rate of payment.

Pre-season sign up for engines and water tenders require the unit to be fully loaded at the time of inspection, with the contractor providing loaded weight tickets from a certified scale. The government reserves the right to re-weigh the vehicle at any time. It shall be the individual agency and local government fire forces' responsibility to determine whether their equipment complies with the GVWR.

3. Fire Apparatus Standards

- a. **Wildland Apparatus:** Per NWCG Standards, referenced in the NWCG Interagency Incident Business Management Handbook 2, Type III, IV, V, VI, and VII engines are to be dispatched with a minimum crew size. All wildland apparatus must carry a specified minimum complement of equipment per NWCG standards, found in Appendix A of the Fire line Handbook (March 2004) and Chapter 20 of the IIBMH. The Fireline Handbook is available at <http://www.nwcg.gov/pms/pubs/large.html>.
- b. **Structural Apparatus:** Per NWCG Standards, referenced in the NWCG Interagency Incident Business Management Handbook (IIBMH), Type I engines require a four-person crew, and Type II engines are to be dispatched with a

minimum of a three-person crew. All water tenders are to be dispatched with a single person.

All structural fire apparatus will be typed according to current NRCG guidelines, and must meet the following standards:

- 1) Engines (Type I and II) must be in compliance with NFPA Standard 1901, 2003 Edition. A four-person engine, Type I engine crew will consist of a Driver/Operator, a Company Officer and two Firefighters. A three-person engine, Type II engine crew will consist of a Company Officer/Engine Boss, Driver Operator, and one Firefighter.
- 2) Water tenders should be in compliance with NFPA Standard 1901, Chapter 7, 2003 Edition. As a minimum, water tenders must meet the specifications (typing standards and complements) described in the NRCG Supplement Chapter to the Interagency Incident Business Management Handbook.
- 3) Truck Companies must be in compliance with NFPA Standard 1901, chapters 8 and 9, 2003 Edition.

NOTE: NRCG recommends use of NWCG Type I or II engines only when there is an adequate water source available to supply them.

ADDITIONAL NOTE: All new apparatus purchased after January 1, 2004 must be in compliance with NFPA 1901, 2003 Edition. Truck Companies, Mobile Water Supply Apparatus, and Pumpers have all been combined under this new NFPA standard. It is not intended that NFPA 1901, 2003 Edition be applied retroactively to existing apparatus. However, if major retrofits are made to or multi-role capabilities added to an existing piece of apparatus, it is suggested that the apparatus be brought into line with this standard as closely as possible. Apparatus built before January 1, 2004, which meets the applicable NFPA standard and also meets any additional requirements imposed by this document, shall be acceptable.

4. License Requirements and Permits

The driver of each apparatus is to be properly licensed and secured the required permits per state and federal law. The owners will be responsible for providing proof of liability coverage for the equipment, in accordance with state law. NRCG agencies will not provide liability insurance for equipment owned by Private Fire Service Contractors. The contractor is responsible for obtaining a Commercial Drivers License (CDL) if required by state and federal law.

6. Document Package

All Private Fire Service Contractor forces dispatched to a fire should be accompanied by a packet of paperwork consisting of the following:

- Completion of Annual DOT or CVSA Safety Inspection
- Resource Order
- Emergency Firefighter Time Report – OF-288

- Employers First Report of Notice of Occupational Injury
- Emergency Equipment Rental Agreement – OF-294 and OF-294 General to EERA, and NRCG Supplemental Terms and Conditions to the OF-294 General Clauses
- Emergency Equipment Use Invoice – OF-286
- Vehicle Heavy Equipment Inspection Checklist – OF-296
- Emergency Equipment Shift Ticket – OF-297
- Emergency Equipment Inventory Checklist
- Emergency Equipment Fuel and Oil Issue – OF-304
- Vehicle Accident of Loss Report
- NRCG Supplement to Chapter 10 and 20 to the Interagency Incident Business Management Handbook
- W-4 Withholding Certificate*
- Decedent's Warrant*
- I-9 Employment Eligibility Verification*
- Incident Qualifications Card (Red Card)
- Proper Driver's License
- Proper Transportation Permits

* Optional items.

E. MOBILIZATION BOARDS

NRCG Zones have established a "Zone Mobilization Board" based on the seven NRCG geographic zones (see Appendix A: MAP - Zone Fire Mobilization Boards). Each Zone Mobilization Board consists of at least one representative from the respective NRCG agency. Private Fire Service Contractor for each zone either provide public comment to the Board or have selected a person to represent them on the Board..

1. Purpose

- a. Establish rotation schedule for all water-handling equipment within the zone. Dependent upon need, zones may also establish a rotation for heavy equipment.
- b. Establish drawdown plans for local resources based on fire danger within the geographic area.
- c. Assist the agencies, dispatch centers, zone support centers, and the Northern Rockies Coordination Center (NRCC) in determining availability status for local resources available for assignments out of the jurisdiction(s). This includes assignments to another dispatch zone or assignments outside the Northern Rockies geographic area. (see Appendix B: MAP - Zone Mobilization/Dispatch System and Appendix C: FLOWCHART - Montana Fire Resources Mobilization/ Dispatch System). The board should assist the dispatch center with the establishment of a dispatch rotation that provides for the fair and equitable mobilization of government and private resources for assignments outside the local jurisdiction. At times, this may require a Mobilization Board representative to work in a dispatch center as a liaison or agency representative.
- d. Serve as a point of contact for agencies and contractors in each mobilization zone and to help deal with geographic area and local fire situations, issues, and concerns.

- e. Facilitate inclusion of private contractors into the equipment inspection and mobilization system.

F. DISPATCH AND MOBILIZATION GUIDELINES

1. Initial Attack

- a. Initial Attack Dispatch
- b. 911 Center
 - City Fire
 - Rural/Volunteer Fire

2. Extended Attack

- a. Zone Support Center - Geographic Area
 - Zone Drawdown Plan
 - Out of Zone and Out of Area Dispatch Rotation
 - Zone Dispatch Rotation

3. Type I and II Incidents

- a. NRCC Zone Geographic Areas
- b. Expanded Dispatch

4. In-Geographic Area Fires

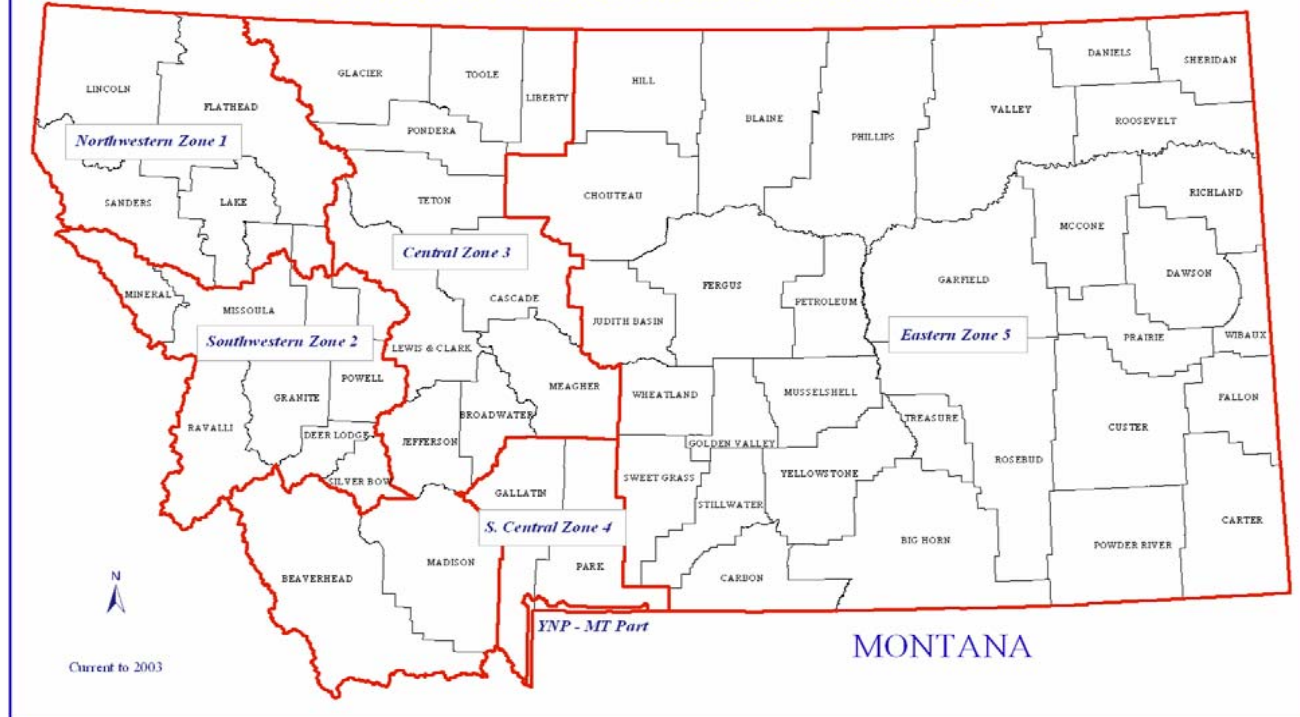
- a. The closest available resources will be utilized whenever possible. **Government resources, when more cost effective can be utilized outside the closest forces concept.**
- b. Government forces and Private Fire Service Contractors are to be dispatched within each Interagency Dispatch/Zone using the principle of closest available forces to meet the time frames specified by the request and using procedures established by the zone mobilization board. If local resources are not available, the Interagency Dispatch/Zone Support Center should contact their dispatch “neighbors” as defined in the Northern Rockies Mobilization Guide, 21.2 ORDERING PROCEDURES. If neighborhood resources are not available the request will be placed with the Northern Rockies Coordination Center.
- c. It is the joint responsibility of each Interagency Dispatch/Zone Support Center, Zone Mobilization Board, and member organization (federal, state, local government, and private) to maintain and report the availability status of firefighting resources in the Resource Ordering Status System (ROSS). Some zones within the Northern Rockies allow self-statusing of private fire service resources. Individual contractors need to contact their dispatch office to determine how they will be statused. Resources may be reported available for assignments:

- 1) Local only,
 - 2) Within the Northern Rockies Geographic Area, or
 - 3) National Dispatch.
- d. Local resources should be utilized first from the rotation established by the Local Mobilization Board.
 - e. Under the "fill-or-kill" concept, confirmation that a resource order can be filled must take place within a reasonable time from receipt of the resource order by the receiving dispatcher. This will vary with the date and time of need for the resource(s), and the availability of the next-closest resource(s).
5. Fires Outside the Northern Rockies Geographic Area
- a. The NRCC will place orders for local resources to be used on incidents through the Interagency Dispatch /Zone Support Centers.

APPENDIX A: MAP

Zone Mobilization Plan Boards

ZONE FIRE MOBILIZATION BOARDS



Northern Idaho
Zone 6

North Dakota
Zone 7

MONTANA

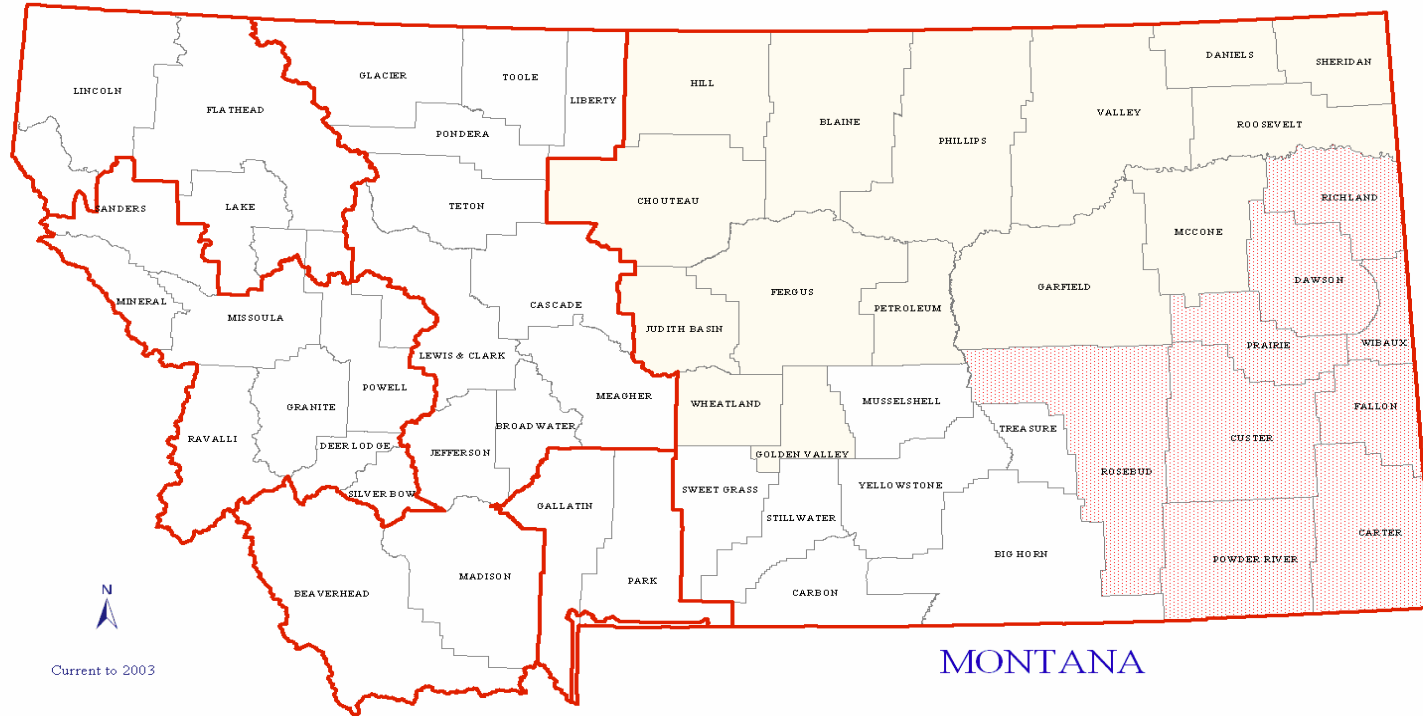
Montana Zone Fire Mobilization Boards

	State Board	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5
DNRC Representative	Michael Wiederhold	Wally Bennett	Terry Vaughn	Greg Archie	Curt Tesmer	Darrell Kurk - Billings Randy Sanders - MC Jerry Buhre - Lewistown
Firewarden Representative	Brett Waters	Randy Sutton	Scott Waldron Mike Doto Alt	Rick Seidlitz	Bob Fry	Brent Christoperson-MC Floyd Fisher - Lewistown
Fire Chief Representative	Jess Mickelson	Gary Mahugh Marc McGill Steve Stanley	Mike Doto Scott Waldron, Alt	Steve Larson	Brett Waters Bryan Connolly Alt.	Rich Cowger - Billings
Private Fire Service Representative		Debi Perrish	Marlin Cooper	Open Public Comment	Dave Russell	Pending – Billings Evan Allderdice – Lewistown Frank Mehling - MC
USFS Representative	Mike Plattes	Neil Nelson	Chuck Stanich	Bret Ruby	Gaylon Yeates	Paul Mock – Billings
BLM Representative	Kathy Elzig	N/A	N/A	N/A	N/A	
BIA Representative			Tony Harwood			
NPS Representative		Fred Van Horn			Phil Perkins	
FWS Representative						Mike Granger – Lewistown & MC

APPENDIX B: MAP

Zone Mobilization/Dispatch System

ZONE INTERAGENCY DISPATCH SYSTEM



Current to 2003

MONTANA

Zone 1

Flathead Supt/Dsp.
Flathead Co.
Lake Co.

Kootenai Dispatch
Lincoln Co.

Plains Dispatch
Sanders Co. (NW Half)
Sander Co. (SE Half) *
* Reports to Missoula Supt/Dsp.

Zone 2

Missoula Supt/Dsp.
Powell Co.
Mineral Co. *
Ravalli Co.
Granite Co.
Deer Lodge Co.
Silver Bow Co.
Missoula Co.
* Reports to Plains Dsp.

Zone 3

Helena Supt/Dsp.
Lewis & Clark Co.
Meagher Co.
Broadwater Co.
Jefferson Co.

Great Falls Dispatch
Glacier Co. - Teton Co.
Toole Co. - Cascade Co.
Pondera Co.

Dillon Dispatch
Madison Co.
Beaverhead Co.

Zone 4

Bozeman Supt/Dsp.
Gallatin Co.
Park Co.

Zone 5

Billings Support
Southern L.O. - DNRC
SLO Counties

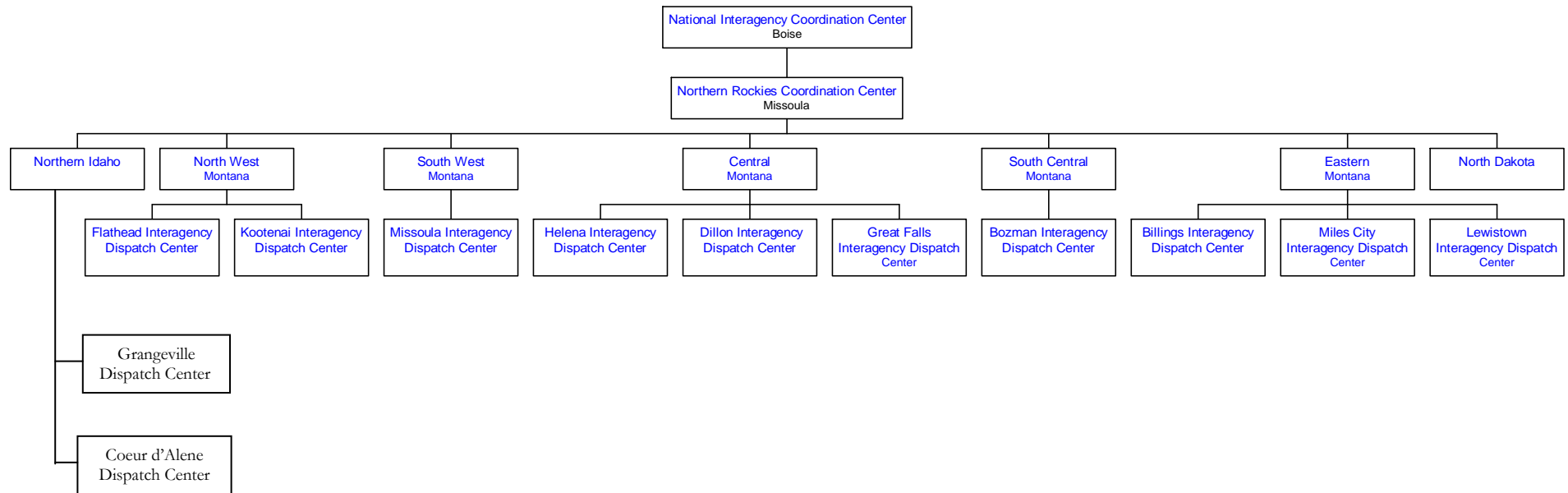
Miles City Dispatch
Eastern L.O. - DNRC
ELO Counties

Lewistown Dispatch
Northeastern L.O. - DNRC
NELO Counties

APPENDIX C: FLOWCHART

Northern Rockies Fire Resources Mobilization/Dispatch System

Northern Rockies Fire Resources Mobilization / Zone Dispatch System
January 2005



APPENDIX D

Northern Rockies Mutual Aid Frequency Pan

APPENDIX D

NORTHERN ROCKIES MUTUAL AID FREQUENCY PLAN

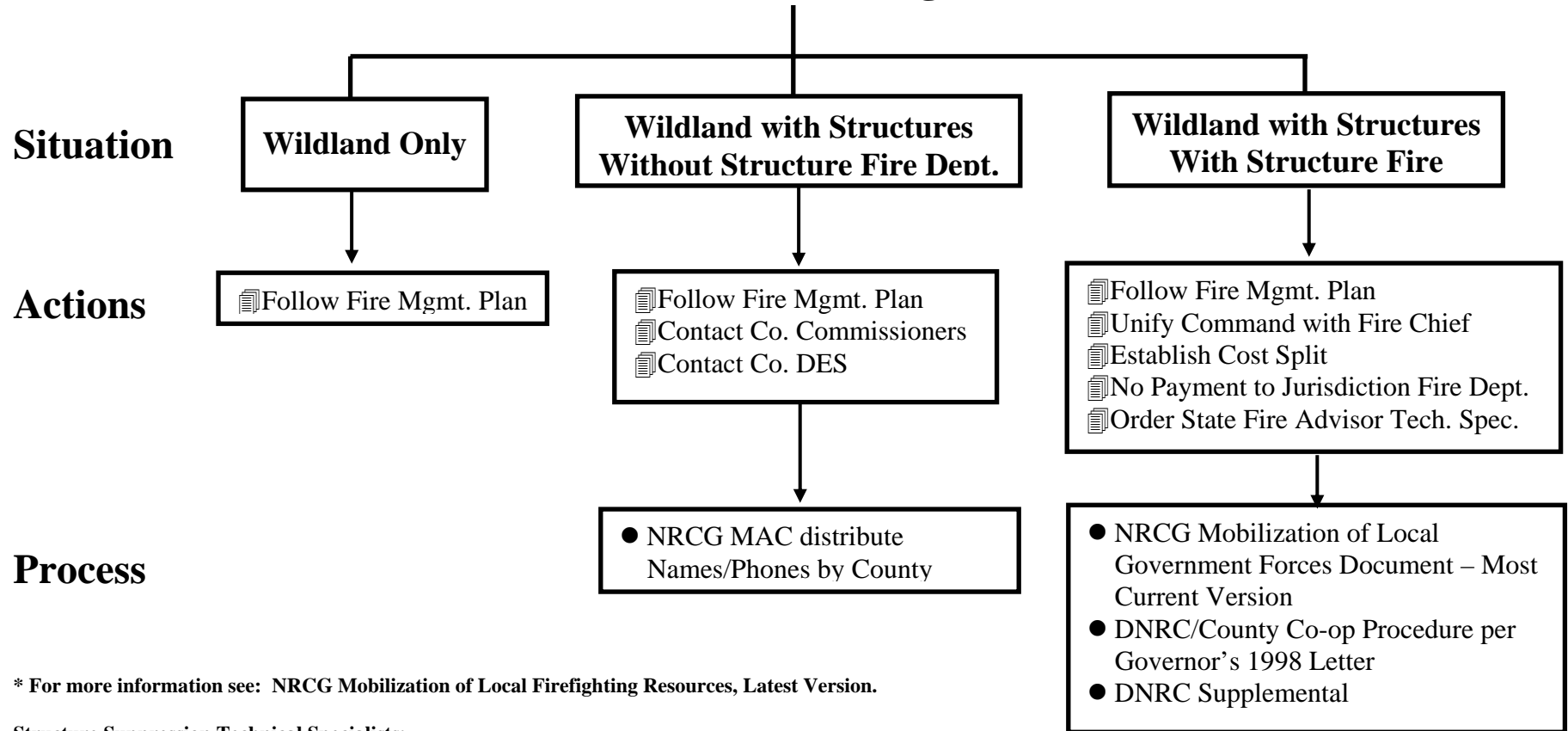
		LOCAL CHANNEL	COLOR NAME	FREQUENCY (MHz)	NAME
M O N T A N A T I O N A L	Mutual Aid Frequencies		Gold	153.905	State Common Mutual Aid
			Red	154.070	State Fire Mutual Aid
			Maroon	154.280	State Fire Command and Control
			Coral	154.265	State Fire Ground #1
			Scarlet	154.295	State Fire Ground #2
			Ruby	153.830	State Fire Repeater
N A T I O N A L	Common Frequencies		Garnet	159.345	State Fire Repeater Control
			Brown	155.820	State DES
			Yellow	151.220	Fire & Aviation - DNRC
			Orange	151.400	Fire & Aviation - DNRC
			Green	171.475	U.S. Forest Service Common
			Red	154.265	Fire
N A T I O N A L			White	154.280	EMS
			Blue	154.295	Law Enforcement

APPENDIX E

Northern Rockies Structure Protection Protocols

NRCG MAC
Direction to IMTs and Agency Administrators

***Northern Rockies Structure Protection Protocols**
Fire Threatening



* For more information see: NRCG Mobilization of Local Firefighting Resources, Latest Version.

Structure Suppression Technical Specialists:

- Type 1 Engine Crews (Single Resource Boss, Driver/Operator, Firefighter, Firefighter)
- Type 2 Engine Crew (Single Resource Boss, Driver/Operator, Firefighter)
- Structural Water Tenders (2 Each Driver/Operator)
- Truck Crews

A. Scope: The attached is the NRCG approved amendment to the Mobilization of Local Firefighting Resources Document (current version).

B. Personnel:

1. Structure Suppression Technical Specialists:

- a. Type 1 Engine Crews (Single Resource Boss, Driver/Operator, Firefighter, Firefighter)
- b. Type 2 Engine Crews (Single Resource Boss, Driver/Operator, Firefighter)
- c. Structural Water Tenders (2 each Driver/Operator)
- d. Truck Crews
- e. Hazardous Materials Crews (see DES-SERC)

2. Wildland/Structure Protection Technical Specialists:

- a. Emergency Medical Crews
- b. Dozer Operators
- c. Fallers

C. Training Standards, Physical Fitness, and Supervision

- 1. "Standards for Survival" (one time only)
- 2. Annual Safety Refresher
- 3. "Light" Physical Fitness Pack Test
- 4. Qualified NWCG (310-1) Supervision (e.g. Dozer Boss, STL-E, Task Force Leader, Falling Boss...)
- 5. Qualifications Cards – The Montana Logging Association (MLA) is recognized as a certifying agency for these members

D. Dispatch and Mobilization Guidelines (Revision Page 9 – H-2)

1. Zone Support Center – Geographic Area

a. Zone Drawdown Plan

Zone MAC Board tie to Zone Dispatch Identified

Northern Rockies Coordinating Group

STRUCTURAL FIRE PROTECTION

August 11, 1999

ABSTRACT

In an effort to facilitate implementation of the federal wildland fire policy as it relates to structure protection issues, the following consensus statements and recommended procedures are provided to NRCG agencies.

The question of who is responsible for structure protection in a wildfire situation and who pays for it is important. Each incident is unique. There are few "canned" answers to the structure protection questions. Incident commanders and agency administrators will have to make decisions based on the conditions of each incident. There are several criteria that have to be considered in making these decisions but only the incident managers and agency administrators can determine how these criteria apply to the specific incident circumstances.

CONSENSUS STATEMENTS

- ***Life and Improved Property Protection*** -- a service with the primary responsibility to protect the structure AND the people that occupy these structures from injury or death. This fire protection service is normally provided by rural and/or local government fire departments, with specially trained and equipped personnel. After life safety, the priority is to keep the fire from leaving the area of origin. It also means protecting the structure from an advancing wildland fire. Various taxing authorities fund this service. (The equipment and training required to conduct life and property protection is not normally provided to the wildland firefighter.)
- ***Structure Protection*** -- to protect the structure from the threat of damage from an advancing wildland fire. This normally does not include an attack of fire that is inside the structure. It involves the use of fire control lines (constructed or natural) and the extinguishment of spot fires near or on the structure. This protection can be provided by both the rural and/or local government fire department firefighter and the wildland fire protection firefighter. This does not include an interior attack of fire that is in the structure. It involves the use of standard wildland protection tactics, control methods, and equipment, including fire control lines and the extinguishment of spot fires near or on the structure.
- ***Wildland Fire Protection*** -- a service with the primary responsibility of protecting natural resources and watersheds from damage by wildfires. State and federal forestry or land management and some local government agencies normally provide wildland fire protection with specially trained and equipped personnel. Various taxing authorities and fees fund this service. (If a fire protection agency is routinely called upon to fight wildland fires, they are usually trained and equipped to do so. The problem arises when personnel from an agency are called upon to fight fires for which they are NOT equipped or trained.)
- ***Structure fire suppression*** is defined as interior or exterior actions taken to suppress and extinguish a burning structure or improvement associated with standard structure fire protection, equipment, and training.
- Structure fire suppression is the responsibility of local government entities, although there are some locations in the Northern Rockies Geographic Area where there is currently no structural fire agency in place.

- Federal and state fire agencies, as a general rule, do not have the authority, training nor equipment to engage in structure fire suppression actions. Two agencies (NPS and BIA) have limited capability and authority to conduct structure suppression operations related primarily to buildings owned or protected upon lands administered by those agencies. Certain tribal entities may have additional capability and authority on tribal lands.
- Federal and state fire agencies with wildland fire protection authority and capability can and will **support structure fire suppression** operations within their jurisdictional areas of wildland protection. **Support** is defined as applying water, foam or retardant in an exterior attack only (ground or aerial delivery) on a burning structure or other actions such as hauling water or pumping operations. No interior attack can be conducted (NPS/BIA tribal exceptions).
- Federal and state agencies with wildland fire protection authority and capability can and will provide **structure fire protection** on wildland fires both on or off of lands administered or protected through agreements by those agencies. The distinctions made here recognize a closest forces concept on all wildland fires, a resource ordering system that dispatches fire personnel and equipment to other jurisdictions and agreements that exchange fire protection responsibilities among cooperators. Included are mutual aid provisions to support one another and preplanned dispatch protocols that move agencies resources between jurisdictions. In that regard, all participating agencies will take safe and appropriate tactical suppression actions to keep a wildland fire from igniting structures or improvements. Suppression actions include both direct and indirect methods of perimeter control and spot fire extinguishment. Conversely, a structure or vehicle fire that has potential to escape to wildland fuels can and will be attacked in a safe and appropriate manner consistent with the capabilities of the agencies personnel and equipment.

To clarify any misconceptions, federal and state wildland agencies will engage in structure protection activities as part of the normal suppression actions taken on wildland fire. The new fire policy has not changed what can or cannot be done. The only clear instance of not providing such protection is if it is unsafe to do so.

Who pays for structure protection activities is affected to some degree by fire policy. It is the long-term intent of the wildland fire agencies to have in place agreements and operating plans that clearly define protection responsibilities and jurisdiction related to structures. Since few such written agreements and operating plans are in place, the following guidance is provided:

- During an initial attack incident the agency with wildland fire protection responsibility should bear the costs of personnel and equipment utilized to suppress the wildland fire which includes structure protection resources ordered by that agency. If a local government entity with structure fire jurisdiction and responsibility (in Montana, a rural fire district, a municipal fire department, or a fire service area) desires to increase the level of protection, a "you order you pay" philosophy should prevail.
- Implement a unified command under the ICS system as soon as possible to assure onsite agreement as to what is ordered by whom and who pays. For mutual aid or a preplanned dispatch, the "who pays" should have been determined in advance and documented in the operating plan.
- During an extended attack incident that involves structure protection issues and/or multiple jurisdictions/boundary fires, utilize agency representatives or a unified command structure to agree on site who orders what and who pays. Consider establishment of a single ordering point and develop a written cost share agreement to document these decisions.
- On project size fires, include all structure protection issues and "how to handle" in the delegation of authority. Utilize unified command or fully qualified agency representatives to assure joint decision-making is integrated into incident control objectives, strategic and tactical implementation actions, and ordering processes. A written cost share agreement will be utilized to document apportionment decisions.

Order technical specialists for assistance in developing agreements and utilize local fire officials in preparing and implementing structure protection plans.

GUIDELINES

In summary and to further assist agency administrators, local incident commanders and incident management teams, the following guidelines and criteria are provided for incident decisions:

1. Wildland fire agencies have primary responsibility for fire suppression within their protection area. Wildland fire agencies have a responsibility to prevent a wildfire from spreading into areas of structures and to assist the jurisdictional fire agencies in protecting structures from advancing wildfires.

2. Local government agencies (in Montana and North Dakota: rural fire districts, municipal fire departments and fire service areas; in Idaho: local fire organizations) have primary structure responsibility within their defined jurisdictional areas. Local agencies should not be reimbursed for performing their responsibilities within their jurisdiction.

3. Local agencies may be reimbursed by the wildland agencies when performing beyond their responsibilities or outside their jurisdiction, as determined by the incident commander/agency representative.

4. Use existing agreements, operating plans and established ordering procedures to order structure protection resources.

5. Incident resources, whether reimbursed or at no cost, incur support costs (food, lodging, fuel, tools, etc.) that must be considered and documented in the development of any cost share agreement.

6. The management of any wildfire that burns or threatens the protection area of more than one fire agency (Federal, State, or local fire agency--including fire protection districts) will include these other agencies in the incident management. This is accomplished through participation as a unified incident commander or as an agency representative or a coordinated delegation of authority between affected jurisdictions.

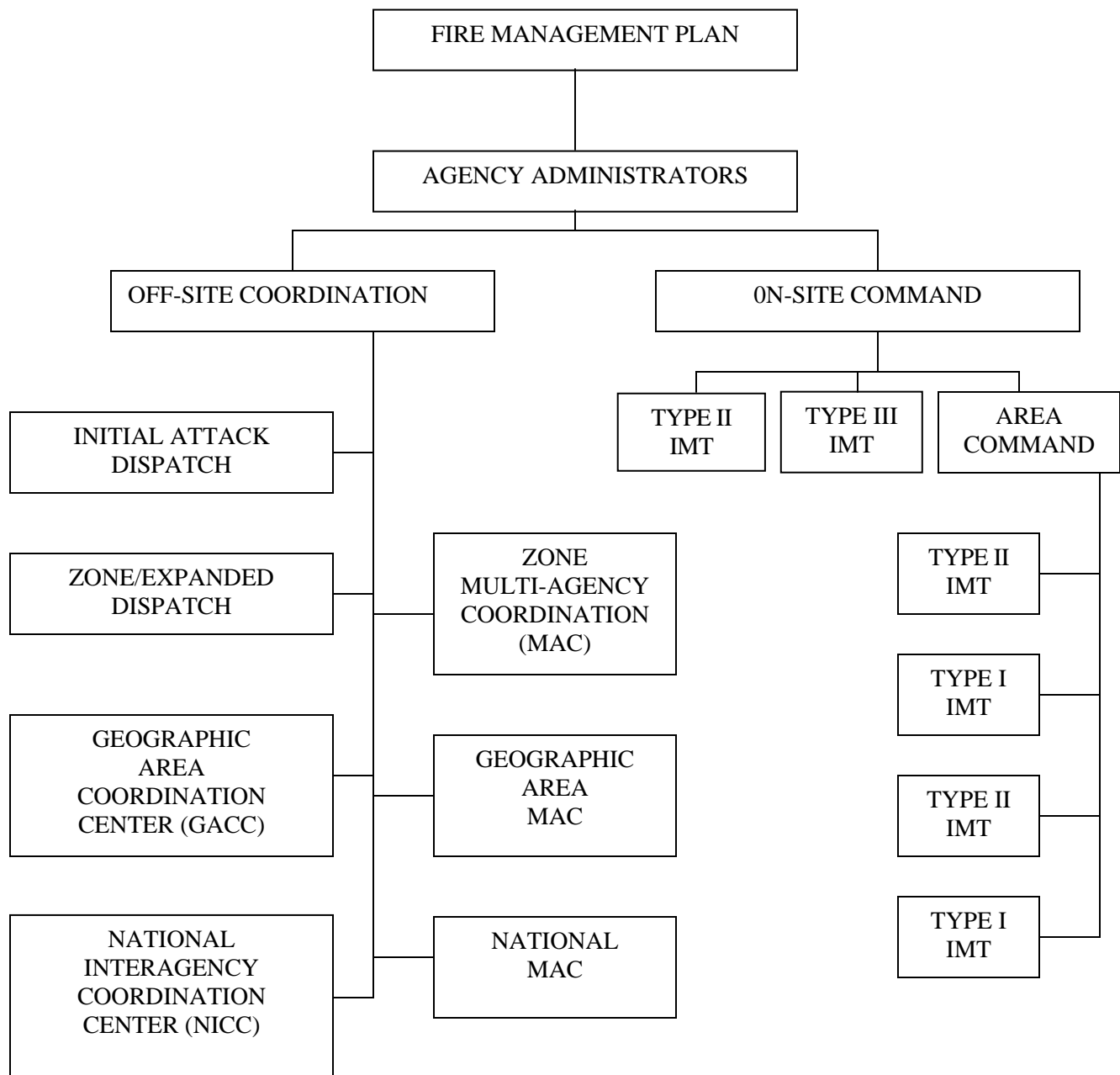
7. One agency cannot financially commit another agency (Federal, State, County or District) without the knowledge and consent of the committed agency.

8. Agencies responding to requests for assistance need to know, at the time of dispatch, if the cost of their response will be reimbursable or free to the requesting agency. Incident commanders, as well as requesting and responding agencies (through dispatch centers) must communicate and document the basis for payment of resources requested for the incident.

9. Cost share agreements should be used to document apportioned costs.

APPENDIX F

Roles and Responsibilities



ROLES AND RESPONSIBILITIES

	Preparedness Levels 1-3	Preparedness Levels 4 - 5
Governor	Works within legislative processes to fund essential state and local programs.	<ul style="list-style-type: none"> • Declares state emergencies/disasters • Approves FEMA Declaration requests through State Forestry • Requests Presidential disasters through Disaster and Emergency Services (DES) • Approves State-wide closures • Approves use of National Guard, declaration required • Implements Fire Mobilization Plan (moves structural resources) through State Forestry
County Commissioners/Mayors	Establish liaison with key partners.	<ul style="list-style-type: none"> • Mobilize county/local resources to support closure/evacuation needs. • Assign Agency Administrators working with fire departments, sheriffs departments, etc. • Declares a county/city emergency and/or requests Governor to declare State emergency
Geographic Area Agency Administrator (Regional Forester, State Forester, State Directors and MACO level)	Support Zone and unit activities for preparedness initial attack.	<ul style="list-style-type: none"> • Reconcile political issues at state/federal levels • Approve prioritization criteria for collection of responses to NRCG MAC • Approve geographic area protection objectives • Delegates decision making to NRCG MAC (for above) • Coordinate closures and restrictions • Reference Resource Allocation Table
Zone Level Agency Administrator (Forest Supervisor, Area Manager, Tribal and County Commissioner level)	Work with interagency partners for preparedness/initial attack preseason agreements and processes.	<ul style="list-style-type: none"> • Reconcile political issues at local levels (county, forest, area, etc.) • Delegate authorities and oversees activities of ACs and IMTs (where 2 or more jurisdictions involved, unified command) • Maintains open files of communications of NRCG MAC, Zone MAC • Reference Resource Allocation Table • Incident complexity analysis and WFSA
Unit Level Agency Administrator (District Ranger, Unit Manager, Fire District Trustee level)	Assure fire preparedness/initial attack activities and fire management plans are completed.	<ul style="list-style-type: none"> • Reconcile political issues at local community level • Incident complexity analysis and WFSA

COMMAND AND CONTROL

Area Command		<ul style="list-style-type: none"> • Prioritize based on GA MAC objectives for 2 or more IMTs • Coordinate with all governmental entities • Allocates resources between incidents • Reconciles issues between 2 or more agency administrators • Respond to GA needs for redistribution of resources • If appropriate, ensures that all IMTs operate with common strategy.
IMT (I, II, III)	II or III more likely than I	<ul style="list-style-type: none"> • Implement specific strategy and tactics to meet agency administrator objectives for appropriate management response for incident(s) and other delegated responsibilities. • Establish and prioritize criteria for redistribution of resources within GA.
COORDINATION		
Geographic Area MAC Geographic Area Coordinating Board of Directors (e.g., Fire Director, State Fire Manager, President Firewardens Association)	Not usually active but should assure processes are established and understood.	<ul style="list-style-type: none"> • Establish and prioritize criteria for allocation of resources • Establish protection objectives • Establish the need for additional training • Establish reallocation controls when 2 or more area commands are assigned and multiple zones are affected • Maintains open lines of communication with Zone MACs, AAs • Assess need for Geographic Area Prevention Team • Assess need for Geographic Area Public Information Team • Reference resource allocation table
Zone MACs Zone Board of Directors (e.g., Forest FMO, Area Fire Manager, County Firewarden)	<ul style="list-style-type: none"> • Not usually active but should assure processes are established and understood. • Assure Zone Mobilization Board (private, local, state, federal) are coordinating with Zone Dispatch. 	<ul style="list-style-type: none"> • Same as above/different in scope. • Serve Agency Administrator needs for coordination for fire management coordination issues within the Zone. • Ensure that GA MAC criteria and objectives are carried out at Zone level. • Monitor and ensure initial attack capability • Assess need for Zone level prevention team • Assess need for Zone level Public Information Unit • Reference resource allocation table

Resource Allocation Table with Area Command and Incident Command Teams

	One Zone experiencing multiple incidents requiring resource allocation between units (no Area Command) (1)	One zone experiencing multiple incidents requiring resource allocation between incidents (Area Command in place) (2)	Two or more zones experiencing multiple incidents requiring resource allocation from outside the zone (3)	Two or more Geographic Areas (GA) experiencing multiple large incidents requiring national resource allocation
Zone Agency Administrators	Primary Oversight	Primary Oversight	Support as Needed	Support as Needed
Zone MAC	Primary Oversight	Support as Needed	Support as Needed	Support as Needed
Geographic Area Agency Administrators	Support as Needed	Support as Needed	Primary Oversight	Primary Oversight Within GA
Geographic Area MAC	Support as Needed	Support as Needed	Primary Oversight	Primary Oversight Within GA
National MAC	Support as Needed	Support as Needed	Support as Needed	Primary Oversight

- (1) Zone Agency Administrator activates Zone MAC and delegates authorities to Incident Management Teams. Zone Agency Administrators approves WFIP/WFSA.
- (2) Zone Agency Administrator changes delegation of authority to Area Command who in turn provides direction to Incident Command Teams under their authority. Zone Agency Administrators approves WFIP/WFSA.
- (3) Geographic Area Administrators activate Geographic Area MAC and delegates decision-making authorities to Geographic Area MAC. Geographic Area (GA) MAC provides geographic area objectives and priorities to Area Commands and Incident Management Teams. GA MAC is allocating or reallocating scarce resource between Area Commands and Incident Management Teams. Zone Administrators approve WFIP/WFSA. Geographic Area Administrators set priorities and allocate scarce and critical resources through Geographic Area MAC.

STATEWIDE UNIFIED COORDINATION

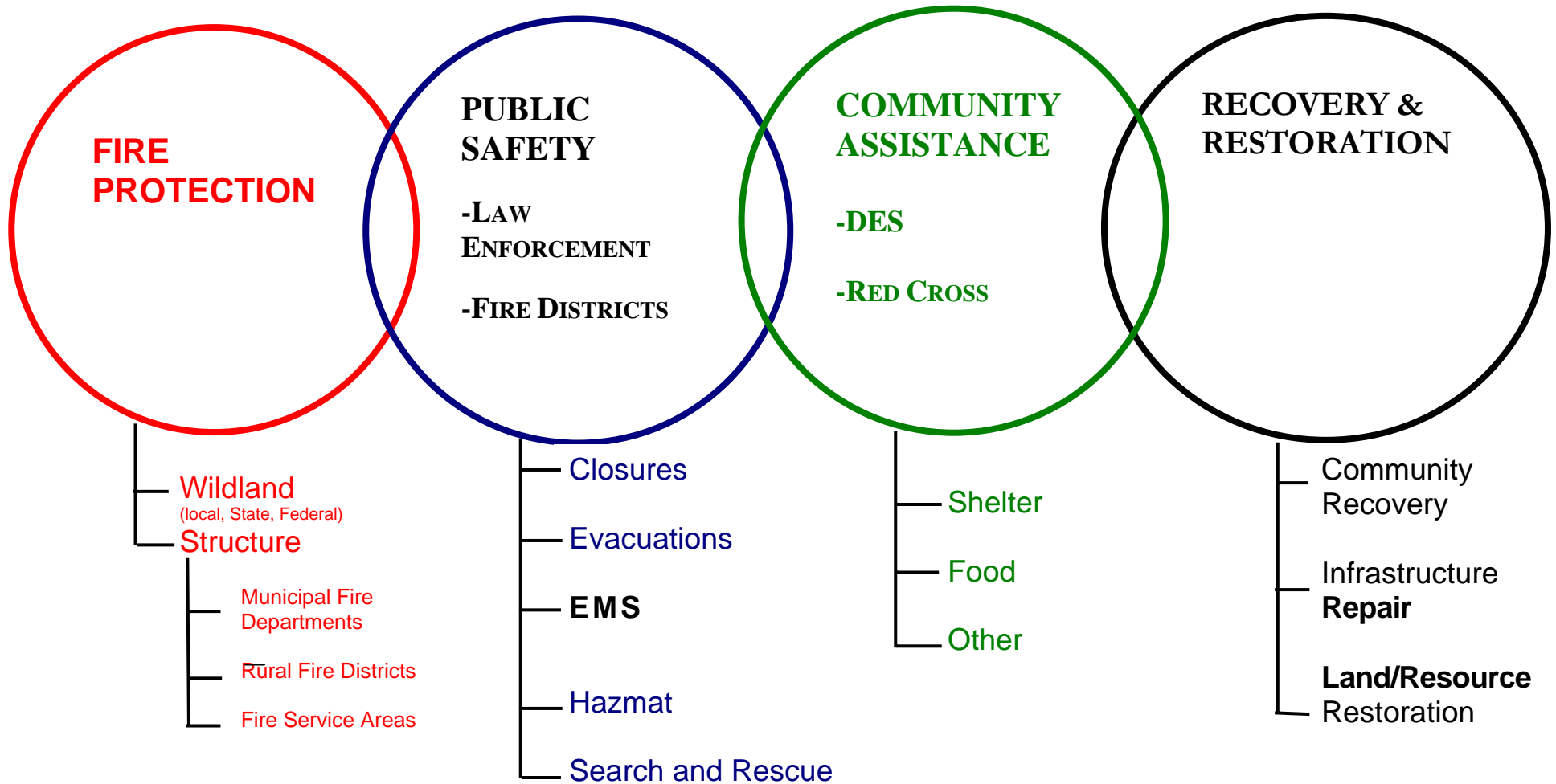


Figure 1